**ASBTC**

Associated Students of Bellingham Technical College

*Striving for Student Success*

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# **Class Trip Checklist and Other Things to Consider…**

* Are we starting the funding request process soon enough?
* Who is the Student Coordinator for the trip?
* Who all from our program are going?
* When are we going?
* If it is an overnight trip, where are we staying? Does the hotel accept purchase orders?
* What are deadlines are there before the event, e.g. are registration fees due in advance?
* How are we getting there?
* What are our total travel expenses?
* Which travel expenses do we want ASBTC to fund?
* Do we need student travel authorization forms?

***It is never too early to start planning.***